

Financial Agreement

for Heritage Hall Christian School



form HH-FA

year 20-21

Student Name(s):

*FACTS and HHCS will send account notifications by email. **Please give your preferred billing email below and also verify that it is the email given in your FACTS account. If multiple parties are dividing the tuition and fees, an agreement is required for each party.** (e.g., divorced or separated parents, grandparents)

Who is responsible to pay for tuition?

Name	Email Address*	
Address		
City	State	Zip
Home Phone	Cell Phone	

Who is responsible to pay for other fees? Same as above

Name	Email Address*	
Address		
City	State	Zip
Home Phone	Cell Phone	

Payment Plan Options

A FACTS account is required for every family. If you already have an account, please login to verify your information or to make any changes in your billing or payment choices. **To create a NEW FACTS account, go to online.factsmtg.com.** The selections below are similar to the questions you will be asked when setting up your account. When choosing the ACH Debit option, you will be asked to enter your bank routing and account numbers.

BILLING METHOD	<input type="checkbox"/> ACH Debit	PREFERRED FACTS will send an email alert prior to debiting your account.
	<input type="checkbox"/> Invoice	FACTS will email or mail an invoice the first of the month, due by the 10th. May be paid to FACTS online or by mail, or may be paid in school business office.
PAYMENT METHOD	<input type="checkbox"/> ACH Debit	PREFERRED The same amount is automatically debited from your account on the same date each month. You may select the 5th or 20th.
	<input type="checkbox"/> Cash or check	Checks payable to FACTS if mailed to FACTS Management Services. Checks payable to HHCS if paid in the school business office.
	<input type="checkbox"/> Credit Card	*FACTS accepts credit card payment (no Visa), but charges a service fee per transaction.
BILLING CYCLE	<input type="checkbox"/> One Annual payment due at enrollment or by July 20	
	<input type="checkbox"/> First semester payment due by July 20 ; second semester payment due by December 20	
	<input type="checkbox"/> 10-month payment plan July –April	

A CLASS ENROLLMENT CHANGE FORM IS REQUIRED for any changes to enrollment that affect billing and must be completed and signed by the parent in the business office. (e.g., half day/full day change, adding or dropping monthly extended care charges) **Adjustments to the account will not be made until a signed form is on file.**



Visit us online at www.hhcsuncie.org

Call us at (765) 289-6371

Email us at office@hhcsuncie.org

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Scholarship Information

Are you planning to apply for a scholarship? No Choice (Voucher) SGO HHCS assistance

First-time applicants must complete the Grant & Aid application at www.online.factsmgt.com/aid.

Returning families who were previously awarded a scholarship **must** bring a copy of the **2019 IRS 1040** (or other income verification) to the business office to re-apply. A full application is not required. Scholarships do not automatically renew. NOTE: If your financial situation has changed since you filed your taxes, you will be required to submit other documentation.

Extended Care: Please check one box only

- ENROLLED in 3:00-5:30 pm extended care, annual fee included in payment plan
- OR
- Bill me weekly for occasional extended care use at the rate of \$10 per day

Financial Policies

ENROLLMENT: All accounts from prior years must be paid in full before a student will be enrolled for the new year.

No financial adjustments will be made for students' absences, vacations or school cancellations.

Late fees will be assessed if the account is not paid by the date due, and students may not be allowed to continue in school or in extended care until the balance is paid in full.

If a student is withdrawn during the year, all balances are due upon receipt of a final statement.

No records will be released to parents or to the receiving school until all accounts are paid in full

TUITION & FEES: All fees not covered by a scholarship are the responsibility of the undersigned parties.

INCIDENTAL FEES: A late fee of \$25 is assessed for all charges that are not paid by the date due.

Sports uniforms must be paid in full before uniforms will be issued to the student.

Contest and trip fees must be paid in full prior to the contest or trip.

Lunch money must be deposited in a separate lunch account in advance. Lunches may not be charged.

Lunches are not billed through FACTS.

Accounts will be charged for lost or damaged textbooks or library books.

Rental fees for school-owned band instruments are billed through FACTS. Lesson fees are paid directly to the teacher.

EXTENDED CARE: All fees are due as billed. An additional \$10 late fee is charged for pick-up after 5:30 p.m. The privilege and convenience of using extended care may be revoked until all billed charges are paid in full.

REFUNDS: No part of the enrollment fee or tuition is refundable unless the student fails to meet admission requirements.

COMMUNICATION: If responsible parties are unable to make a payment due to financial hardship, please contact the business office immediately to make arrangements.

Signatures: By signing this Financial Agreement all responsible parties agree to abide by the policies stated above and to cooperate with the school by keeping all accounts current.

Signature(s) of person(s) financially responsible for this account:

Printed Name Signature Date

Printed Name Signature Date



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